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Personnel

**MILITARY PERSONNEL APPROPRIATION
(MPA) MAN-DAY PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction tells people how to use Air Force Reserve and Air National Guard officers, NCOs and airmen to assist in the completion of active duty missions. This instruction complies with 10 U.S.C. 672(d) and implements DOD Directive 1215.6, Uniform Reserve, Training and Retirement Categories, 18 December 1990 with Change 1. This instruction directs publishing and maintaining information subject to the Privacy Act of 1974 authorized by 10 U. S. C. 8013 and 10 U. S. C. 672(d). System of Records F010 AF A applies.

SUMMARY OF CHANGES

This instruction replaces AFR 35-41 Volume IV. Major changes are: office symbol for the Air Staff manager of the program has been changed to AF/DPPR; there is no longer a requirement to notify AF/DPPR of the number of individuals on MPA man-day tours as of 30 September each year; and there is no longer a requirement to get prior approval from AF/DPG for general officer man-day tours.

1. Allocation of Days. Days allocated for use of Air Force Reserve and Air National Guard, (or Air Reserve Forces (ARC)), officers, NCOs and airmen are commonly referred to as Military Personnel Appropriation (MPA) man-days because they are funded out of the military personnel appropriation account, an active duty account. These days are authorized by AF/DPPR who manages this portion of the MPA account.

1.1. MPA man-days support short-term needs of the active force by authorizing no more than 139 days annually to non-Extended Active Duty (EAD) officers and airmen. These days are offered at the convenience of the government and when there is a **temporary** need for personnel with unique skills or resources that cannot be economically met in the active force. Pay and allowances for personnel performing man-days is from the MPA account.

2. Tour Eligibility. ARC members on a man-day tour will comply with the dress and appearance standards of the active force. Chaplains serving a tour of less than 30 days are permitted to wear beards as a

religious observance, when this is required according to their faith. Approval in writing must be obtained from HQ USAF/RE and coordinated with AF/HC and AF/DP.

3. Restrictions. ARC members cannot be paid for a MPA man-day tour and draw disability compensation or retirement pay at the same time. Only selected and Individual Ready Reserve ARC personnel in pay categories A, B, D, and H can serve MPA man-day tours.

3.1. Air Force Reserve personnel in pay categories A or B must receive concurrence of their wing or group commander before they can perform a MPA man-day tour. Reserve personnel who are Individual Mobilization Augmentees (IMA) in pay categories A, B, D, and H must have approval of their major command man-day manager and active duty supervisor to perform a man-day tour. ANG members must have the approval of the State Adjutant General or authorized representative to perform a MPA man-day tour.

4. Medical Standards. ARC members performing man-day tours will meet the medical standards of AFMAN 48-123. Pregnant members will perform all duties at their home station prior to the 34th week of pregnancy, and will not perform any man-day tours until after delivery. Women may again perform duties postpartum when cleared by their physician.

5. Tour Ineligibility. ARC members subject to mandatory discharge or retirement, whose Ready Reserve Service Agreement or enlistment date expires before the end of the proposed man-day tour, or are in training pay category F, G, I, J, K, L, N, P, or Retired Reserve are not eligible to serve MPA man-day tours.

5.1. Tours normally not approved include replacement of personnel on leave, TDY, in school, or to cover gaps created by reassignment. Other ineligible tours include staffing ARC selection boards or to train ARC units. Man-days will not be used as a substitute for establishing a validated position. ARC members will not be used to do routine administrative or staff duties, or to staff major command Reserve Affairs offices unless member receives prior approval from HQ USAF/DPPR. MPA man-day tours will not be used in combination with other reserve man-day programs, especially if performed for the same mission. Use of man-days will also not be used when the using unit is manned at the Air Force authorization level, that is, if Air Force units are manned at 95%, man-days will not be used to man that unit to 96% or higher. Any questions or unique situations regarding unit manning will be resolved by the Major Command (MAJCOM) Office of Reserve Affairs.

5.2. Individuals will not be placed on an MPA man-day tour if during that tour the member will have between 18 and 20 years of active service towards a regular retirement (active duty retirement).

6. Medical Entitlements. All ARC personnel on man-day tours are entitled to the same medical care as full time active duty personnel, during the man-day tour. ARC members will be treated until the disability cannot be materially improved.

6.1. Members on active duty under orders for a period of 31 days or more, who are hospitalized beyond the original termination point of the orders, shall be continued on active duty for the duration of the hospitalization or final dispositions of the case. (DODD 1241.1, Reserve Components Incapacitation Benefits, 3 December 1992)

7. Active Duty Request for ARC Augmentation. The active duty unit requesting augmentation must submit a request to the appropriate MAJCOM or Forward Operating Agency (FOA) functional OPR with an information copy to the MAJCOM, FOA or single manager as appropriate.

7.1. The request will contain:

- A brief statement of the active force mission
- An explanation of how the man-days will result in its accomplishment
- The impact of man-day denial
- Travel fund citation
- Per diem fund citation
- Grade range required
- Date augmentation is required
- Justification
- A statement on attempts to obtain active force assistance
- AF Form 49, Application for MPA Man-Day Tour, if an ARC volunteer has been found

7.1.1. MAJCOM or FOA functional OPRs will validate request, attempt to get assistance from active force members from collocated units belonging to other MAJCOMs or, if not feasible, ask the Air Force Military Personnel Center for assistance.

7.1.2. If active duty assistance is not available, functional OPR will forward request to appropriate agency for final approval. Once approval/disapproval is determined, OPR will notify requesting agency to publish orders in accordance with this instruction.

7.2. When HQ USAF directs the involuntary activation of ARC members to support contingencies or equivalent under 10 U.S.C. 672 (b) or 673 (b), HQ USAF/DPPR will allocate adequate man-days to MAJCOM man-day managers.

8. Scheduling MPA Tours: Tours will begin on Monday and conform with local work week schedules of the activity being supported wherever possible. Man-day tours usually include a one-day travel maximum. Specific travel information is contained in the DOD Military Pay and Allowances Entitlements Manual, part 1, chapter 2, section E.

8.1. Orders for MPA man-day tours are published for a specific period of time. The authority block will include: Title 10 U.S.C. 672 (d), AFI 36-2619, date of and reference to HQ USAF/DPPR letter announcing annual program and the FY and appropriate command or agency code. For all orders, including amendments and revocations, the publishing authority must include HQ USAF/DPPR, 1040 Air Force Pentagon, Washington DC 20330-1040 (one copy) in the distribution block.

8.2. In the case of central orders publishing agencies, approval of the AF Form 49, Application for MPA Man-Day Tour, by the unit commander or designated representative is approval for publishing orders.

8.3. ARC members authorized travel by private conveyance may claim the day of departure from the duty station as a day of duty. Travel status begins on the following day, unless the total distance to a member's home is 150 miles or less. In all other cases, travel status begins NLT 1630 hours. **Note:** If a member does not commute from his home of record to the place of duty, and if quarters and messing

are not furnished, he is entitled to the appropriate per diem rate for the duty area. This expense is paid from the O & M funds of the using agency and cannot be waived by the member or denied by orders issuing officials.

8.4. Man-day tours longer than 30 consecutive days will accrue leave of 2.5 days per month. Compute tour lengths by rounding off to the nearest whole number for tours that do not end exactly on a number divisible into whole months. Tours should not be approved for less than three days when travel is outside the commuting distance of the ARC member.

8.5. Accrued leaves must be taken during the man-day tour and are included in the tour length. ARC members may request leave from their active duty supervisor through their assigned payroll office.

8.5.1. If unusual circumstances preclude taking accrued leave, the ARC member is entitled to be paid for the leave up to a career maximum of 60 days.

8.6. MPA man-day tours are generally limited to 139 days or less, (either within or across an FY), including leave taken and travel days. Any tours that must extend beyond 139 days must have prior approval from HQ USAF/DPPR.

8.6.1. Request for waivers should be initiated by the using agency when the requirement is known and may be **disapproved** within the assigned supervisory chain.

8.7. When member completes tour, he must sign an AF Form 458, Statement of Tour of Duty, have it certified by the commander or authorized individual, and submitted to the reserve pay office NLT 48 hours after tour completion. Member will also file a DD Form 1351 Travel Voucher NLT 5 days after tour completion.

8.8. Form Prescribed. AF Form 49, Application for MPA Man-Day Tour.

BILLY J BOLES, Lt General, USAF
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Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYM, AND TERMS

Terms

Account—A specific unit, man-day program, and personnel identity.

Air Force Specialty Code (AFSC).—A combination of numbers and alpha characters used to identify an AFS. Officer AFSCs consist of four characters; airman AFSCs consist of five characters. When more specific identification of position requirements and individual qualifications is needed, alpha prefixes or suffixes are authorized for use with the numerical codes.

Air Reserve Component (ARC).—All units, organizations, and members of the Air National Guard of the United States and the Air Force Reserve (10 U.S. C. 261).

Allocation—Man-days given to a subordinate unit for expenditure (also referred to as sub-allocation).

ATLAS.—A Headquarters Air Force (HAF) computer inquiry system providing capability to obtain tailored management products. These products should be used to review the status of a MAJCOM man-day program.

Available—The number of authorized man-days available to a major command (MAJCOM), field operating agency (FOA) or single manager.

Base Man-Day Accounting System (BMAS)—An automated system designed to provide unit commanders' information on the number of days available and obligated by man-day program ID and unit. It allows the publishing, amending or revoking of orders and provides pay transactions for input to the Air Reserve Pay and Allowance System (ARPAS) for individual tours.

Man-Days—The number of days of active duty a member is entitled to pay (include duty days, travel days, and, if the tour is 30 days or more, includes leave taken during the tour).

Man-Day Accounting System (MAS)—An automated information system for managing the allocation, obligation, and use of MPA man-days. This vertical system provides an account of man-day allocation and use by fiscal year for MAJCOMs, FOAs, single managers, units, and members.

Man-Day Category.—A term used to identify a grouping of data items associated with the accountability of man-days.

Man-Day Program—A grouping of authorized man-days established by HQ USAF/DPPR for managing the allocation, obligation, and use of man-days. It identifies the MAJCOM, FOA or single manager budget category, (where pay is charged) receiving man-days.

Military Personnel Appropriation—The active duty account that funds the man-day program.

MPA-Tour-Title (HAF DIN ATU51)—Identifies the specific category of the active duty tour within an MPA man-day program. It is the last two digits of the man-day ID.

Peak Workload—Seasonal or other surges in workload that temporarily exceed authorized manpower levels. Workloads that consistently exceed authorized strength capability are not considered peak workloads.

Personnel Identity—Identifies whether the man-days are for use by an officer or enlisted member.

Single Manager—A man-day program that deals with a specific area of expertise, i.e., chaplain or surgeon. Single managers include: HQ AIA/DPB for all intelligence support; HQ ARPC/HC for chaplain and chapel management support; HQ ARPC/JA for judge advocate and legal services support; and HQ ARPC/SG for all medical AFSCs except aeromedical.

Attachment 2**HEADQUARTERS, UNITED STATES AIR FORCE (HQ USAF) RESPONSIBILITIES*****Section A2A—Air Staff Responsibilities***

A2.1. HQ USAF/DPPR formulates and executes the MPA budget and is responsible for the following actions that administer the MPA man-day program:

A2.2. Serves as the final approval authority for use of MPA man-days, provides annual bulk allocation of man-days to major commands before the start of each fiscal year, including fund citation for pay and allowances, and withdraws man-days previously allocated when command cannot use its complete allocation, or a higher priority requirement exists in other major command programs. Bulk allocation is not authorized below major command, FOA or single manager level.

A2.3. Monitors the Man-day Accounting System (MAS) through the use of computer inquiries to ensure proper use of man-days and conduct an annual audit of such use.

A2.4. Authorizes conversion of officer man-days to enlisted and vice-versa. Reserve Personnel Appropriation (RPA) man-days or National Guard Bureau (NGB) Appropriation workdays may not be converted to MPA man-days or vice versa.

A2.5. Is the final approval/disapproval authority for requests to exceed fiscal year limits (140 or more days).

Attachment 3**MAJOR COMMAND (MAJCOM), FIELD OPERATING AGENCY (FOA), AND SINGLE
MANAGER RESPONSIBILITIES**

A3.1. MAJCOM/FOA/Single Managers will: Serve as the single point of contact for all MPA man-day tour programs, provide HQ USAF/DPPR the name, grade, office symbol, and telephone number of the appointee and of changes as they occur, and establish and submit the annual request for man-days, by letter, to HQ USAF/DPPR NLT 15 June each year.

A3.2. Administer the MPA man-day program by appointing man-day managers who establish priorities for the man-day allocation in accordance with this instruction. This function should be within the Deputy Chief of Staff (DCS) Personnel (DP) function.

A3.3. Consolidate man-day requests by MPA-Tour-Title, by category (officer or enlisted). Receive the bulk allocation of man-days through system (MAS) and sub allocate MPA man-days for approved programs (MPA Tour-Title) as required by PTI 72C to AF Reserve and Air National Guard units.

A3.4. On short notice requests, may provide authorization by message to the unit performing the mission with an information copy to the Reserve or Guard military personnel flight and appropriate Numbered Air Force or training office for Air Force Reserve units, and the Office of the (State) Adjutant General for ANG units.

A3.5. On short notice requests, may provide authorization by message to the unit performing the mission with an information copy to the Reserve or Guard military personnel flight and appropriate Numbered Air Force or training office for Air Force Reserve units, and the Office of the (State) Adjutant General for ANG units.

A3.6. Use NAR-REMARKS of PTI 72C for any special reporting instructions, fund citations, or when man-days are to be used by a specific individual.

A3.7. Ensure overall accuracy of man-days available, obligated and used for applicable MPA program ID and returns man-days via PTI 72D to HQ USAF/DPPR when a mission is canceled or when there are excess man-days. Ensures man-day use does not exceed 139 days and monitors pay transactions for appropriate action.

A3.8. Act as single manager for the Individual Mobilization Augmentee (IMA) program to manage the MPA man-day program insuring eligibility of the member and concurrence of the assigned MAJCOM. In this capacity will:

A3.8.1. Determine propriety and validity of the use of MPA man-days versus reserve annual and special training man-day programs.

A3.8.2. Input individual obligation code, PTI 74E into MAS when MPA tour is authorized, input changes via PTI 74F on previous individual obligations, and input cancellations via PTI 74D when previous obligations have been canceled.

A3.8.3. Publish special orders and ensure the proper MAJCOM authority and appropriate command/agency code is used, and forward a copy of each order to HQ USAF/DPPR, 1040 Air Force Pentagon, Washington DC 20330-1040.

A3.8.4. Monitor man-day status report to ensure all input transactions are processed correctly, review unit deactivation notices (PTR Z51) and unit reorganization changes, take appropriate action to clear all tours and return unused days before unit deactivates/reorganizes. If MAJCOM ID changes, units will clear all tours -- if MAJCOM ID does not change, unit record is transferred.

A3.8.5. Monitor MAS using ATLAS inquiries and MASRET to ensure units are obligating tours for man-day program ID and notify HQ USAF/DPPR, HQ AFRES/DPT (AFR units) and Air National Guard Support Center (ANGSC/MPD, ANG units) when units fail to update MAS.

A3.9. AFR and ABG wing or group commander(s) requested to support active force missions, who have been allocated man-days, are responsible for actions that relate to the use of MPA man-days including using PTIs 74E, 74F and 74D above for orders as well as:

A3.9.1. Ensuring their Chief of Administration will:

A3.9.2. Establish procedures that allow the MPF to have a block of order numbers to publish computerized orders.

A3.9.3. Properly complete authority and distribution block of the man-day order.

A3.9.4. Appoint the Chief of the Military Personnel Flight (MPF) as the wing or group man-day program manager who will:

A3.9.4.1. Receive authorization for use of man-days by BMAS from MAJCOM, FOA or single manager.

A3.9.4.2. Ensure timely processing of AUTODIN and distribution of BMAS management products, computer produced orders and pay transactions to DPMT (AFR) and DPMU (ANG).